



**Islamic Republic Of Afghanistan
Kabul Municipality**



BUSINESS LICENSE POLICY DEPARTMENT OF MARKET CONTROL

H.E Mohammad Yonus Nawandesh

Signature: _____



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1. Purpose:

- 1.1 The purpose of this policy is to register all the current and new businesses to regulate businesses and improve revenues to the Kabul Municipality.
- 1.2 Kabul Municipality endeavors to register businesses at minimum costs to businesses in terms of time and efforts, in order to promote the business climate.
- 1.3 Kabul aims at comprehensive registration of all businesses in all sectors of activity in a computerized database, which will be up-to-date and contain all required information on any business. The database will be accessible to both the Markets Control Department and the districts.

2. Scope:

This policy applies to any natural person, firm or corporation which operates any store or place for the sale of goods, services, wares or merchandise at retail or at wholesale, within the corporate limits of the Kabul Municipality, on a temporary or permanent basis, that is required to register with Kabul Municipality under the laws and regulation in force.

3. Policy on Payers, Rates:

- 3.1 Kabul Municipality will engage in structural dialogue with national authorities, to achieve that
 - 1) natural and legal persons engaged in business in any sector of activity will be required to register with the municipality;
 - 2) the fee rate schedule will be simplified, to comprise only a few wide sectors of activity;
 - 3) the fee will be proportional to the surface area used by businesses;
 - 4) the fee will be in realistic proportion to municipal spending on goods and services benefitting business.

4. General Requirements for Existing and Proposed Businesses:

- 4.1 All businesses for operation inside Kabul City are obliged to have Kabul Municipality's business license.
- 4.2 Any business which moves its location shall make an application to the Department of Market Control of Kabul Municipality. Such an application shall be accompanied by payment of the fee established by the Department of Market Control.
- 4.3 Any person, firm or corporation providing premises or facilities for the temporary sale activities of other persons, firms or corporations other than the temporary sale activities of nonprofit, religious, educational or charitable organizations, which combined sales activities shall make application with the city's Market Control Department for a business registration certificate for temporary sales.

4.5 Procedure:



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5.1 License Process for Businesses that supply food stuff:

- 5.1.1 Application for business license shall be made and completed application forms shall be submitted to the Kabul Municipality's Administration which is formerly forwarded to the Department of Market Control for further process.
- 5.1.2 License shall either be approved or denied by His Excellency the Kabul Mayor after completing all proper documentation and review from the following relevant departments;
- Mayor's Office
 - Department of Market Control
 - Area District Licensing Department
 - Association of Skilled Workers
 - Environmental Protection Agency
 - Ministry of Public Health's Directorate of Environmental Health
- 5.1.3 If approved, an invoice is prepared by the Kabul Mayor's office and is given to the applicant.
- Applicant takes the invoice to the bank.
 - Applicant pays the determined amount of money according to the list attached depending upon the type of business to the bank and receives the receipt.
 - Applicant brings the bank receipt back to the Mayor's office.
 - Mayor's office issues a letter to the respective district.
 - The letter gets registered at the respective district and the business is licensed for one year.
 - The license shall be renewed every year.
- 5.1.4 If the request is denied, the applicant shall be notified in writing that the license is not granted. And the applicant may re-submit a new application through the same process.
- 5.1.5 Businesses shall be banned from operation or charged if found un-registered with the Kabul Municipality.



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5.1.6 License Process for Businesses that do not supply food stuff:

5.1.7 Application for business license shall be made and completed application forms shall be submitted to the Department of Market Control.

5.1.8 License shall either be approved or denied by the Kabul Municipality's Department of Market Control after completing all proper documentation and review from the following relevant departments;

- Market Control Department
- Association of Skilled Workers
- Area District Licensing Department

5.1.9 If approved, an invoice is prepared by the Kabul Mayor's office and is given to the applicant.

- Applicant takes the invoice to the bank.
- Applicant pays the determined amount of money according to the list attached depending upon the type of business to the bank and receives the receipt.
- Applicant brings the bank receipt back to the Mayor's office.
- Mayor's office issues a letter to the respective district.
- The letter gets registered at the respective district and the business is licensed for one year.
- The license shall be renewed every year.

5.1.10 If the request is denied, the applicant shall be notified in writing that the license is not granted. And the applicant may re-submit a new application through the same process.

5.1.11 Businesses shall be banned from operation or charged if found un-registered with the Kabul Municipality.

5.2 For deregistration of businesses an effective procedure shall be put in place.

6 Consequences of Violations:

6.1 Violation of this policy may result in disciplinary action and will be treated as per the Kabul Municipality's Disciplinary policy. Refer to Disciplinary policy of Kabul Municipality.

7 Policy Evaluation:

This policy will be regularly evaluated to ensure it enables and effectively moves Kabul Municipality towards its objectives.



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8 Policy Enforcement:

8.1 This policy comes into force after the approval of His Excellency the Kabul Mayor.